

**BY ORDER OF THE COMMANDER
MACDILL AIR FORCE BASE**

**MACDILL AIR FORCE BASE
INSTRUCTION 36-2203**



8 DECEMBER 2015

Personnel

RETREAT CEREMONY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Manual (AFMAN) 36-2203, *Drill and Ceremonies*, and establishes procedures to be followed when conducting the bi-monthly retreat ceremony at MacDill Air Force Base (AFB). It applies to all 6th Air Mobility Wing (6 AMW) subordinate units and staff agencies assigned to MacDill AFB. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms>. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Main changes include: retreat ceremony is no longer a monthly event (see **Attachment 2** for new rotation schedule); 6 SFS is no longer required to lower all flags from Memorial Park and raise the all-purpose flag on the second Wednesday of each month; 6 SFS is not required to contact USCENTCOM on the day of the ceremony in regards to traffic stoppage; 6th Aerospace Medicine Squadron is not required to arrive at the ceremony location at 1600 hours for medical

support. They will be called upon for any unforeseen medical emergencies; 6 AMW Command Post will now notify the owning unit with any inclement weather information or lightning within 5 nautical miles. Needed Information for a Successful Retreat Ceremony (**Attachment 7**) has been added.

1. General. The retreat ceremony is an esprit de corps program to foster teamwork and pride in the 6 AMW and to publicly display our respect for the flag of the United States of America. In addition to the mandatory retreat ceremonies that will take place in May and November each year (in observance of Memorial and Veterans Day's), ceremonies will also be held during the months of January, March, July and September. This will allow focus of resources and adequate planning for the observance ceremonies.

2. Responsibilities and Procedures. The following agencies will implement procedures outlined below to ensure this program is successful.

2.1. The 6 AMW Command Chief Master Sergeant will provide oversight and guidance for this program.

2.2. Group Commanders will:

2.2.1. On a rotating schedule (see **Attachment 2**), provide personnel from their squadrons to perform procedures as outlined in **Attachment 3**. For the May and November retreat ceremonies, additional festivities such as a guest speaker, playing of Taps, wreath laying, etc. will be incorporated.

2.2.2. Ensure key personnel are trained in accordance with AFMAN 36-2203.

2.2.3. Determine the uniform requirements for the ceremony. The following uniforms are permitted: Airman Battle Uniform (ABU), flight suit, and any combination service blues, or full service dress. If ABU is to be worn, the designated commander of troops must specify if the sleeves will be worn up or down. Regardless of uniform designation, all personnel must match.

2.3. The Commander of Troops at retreat will be familiar with **Attachment 3**, **Attachment 4**, and **Attachment 5**, and will ensure the flag detail is properly trained and can execute all instructions in the attachments. The Commander of Troops will call the Command Post not later than the morning of the retreat with preferred contact number for notification in case of expected inclement weather.

2.4. The Flag Detail Noncommissioned Officer (NCO) at Retreat will be familiar with **Attachment 3**, **Attachment 4**, and **Attachment 5**, and will ensure their detail can execute procedures in the attachments. The flag and crank can be obtained from the Base Honor Guard in Building 307, 828-5191. The flag detail will assemble NLT the morning of the day of retreat to take down the base flag and put up the smaller flag to be used during retreat.

2.5. The 6th Communications Squadron (6 CS) will provide sound system (Base Public Address and Warning System (BPAWS) or mobile public address system and personnel to play retreat and the national anthem. The playing of retreat and the national anthem will coincide with the commands of the formation commander.

2.6. The 6th Logistics Readiness Squadron will coordinate with the 6 FSS to deliver and set up bleachers according to **Attachment 6** no later than 1500 on the day of the ceremony (at the discretion of the Group Commander).

2.7. The 6 AMW Command Post will notify owning unit and troop commander by 1500 on any day that inclement weather is projected to disrupt scheduled retreat ceremony. Additionally, the 6 AMW Command Post will notify owning unit at any time lightning is detected within 5 nautical miles on the day the retreat ceremony is scheduled.

2.8. Commander of the Troops will:

2.8.1. Publicize time to report for formation.

2.8.2. Have final authority to cancel any scheduled retreat ceremony due to adverse weather conditions. Additionally, he/she will immediately halt any retreat ceremony when inclement weather or lightning appears to represent a hazard to personnel performing in retreat ceremony.

2.8.3. Contact the Command Post the morning of the ceremony and provide an immediate phone number for weather notification. If the retreat ceremony is cancelled, the troop commander will notify the Command Post and instruct them to inform all group and squadron commanders.

DANIEL H. TULLEY, Colonel, USAF
Commander, 6th Air Mobility Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*. 1 March 2008

AFMAN 36-2203, *Drill and Ceremonies*, 20 November 2013

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Acronyms and Abbreviations:

6 AMW—6th Air Mobility Wing

6 CS—6th Communications Squadron

6 FSS—6th Force Support Squadron

6 SFS—6th Security Forces Squadron

ABU—Airman Battle Uniform

AF—Air Force

AFB—Air Force Base

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

BPAWS—Base Public Address and Warning System

DV—Distinguished Visitor

NCO—Noncommissioned Officer

OPR—Office of Primary Responsibility

USCENTCOM—United States Central Command

USSOCOM—United States Special Operations Command

Attachment 2**GROUP ANNUAL SCHEDULE****Table A2.1. Group Annual Schedule.**

MONTH	GROUP
January	6th Mission Support Group
March	6th Medical Group
May	All Groups/Wing Staff Agencies
July	6th Maintenance Group
September	6th Operations Group/Wing Staff Agencies
November	All Groups/Wing Staff Agencies

Attachment 3

RETREAT CEREMONY PROCEDURES

A3.1. The troop commander will publicize time for retreat. Shortly before the specified time for retreat, the troops participating in the ceremony are positioned facing the flagstaff and dressed.

A3.2. As soon as the troops are dressed, the commander commands PARADE, REST. The commander then faces the flagstaff, assumes the position of the troops, and waits for the specified time for retreat.

A3.3. The commander orders the communications detachment to sound retreat at the specified time by commanding SOUND RETREAT.

A3.4. During the playing of retreat, junior members of the flag security detail assume the position of attention and move to the flagstaff to arrange the halyards for proper lowering of the flag. Once the halyards are arranged, the junior members of the flag security detail execute parade rest in unison.

A3.5. After the playing of retreat, the commander faces about and commands SQUADRON (GROUP, etc.), ATTENTION.

A3.6. The commander then commands PRESENT, ARMS. As soon as the troops execute present arms, the commander faces to the front and also assumes present arms. The members of the flag security detail not engaged with lowering the flag execute present arms at the first note of the music.

A3.7. The communications detachment plays the national anthem or To the Colors. The junior members of the flag security detail lower the flag slowly and with dignity.

A3.8. The commander executes order arms when the last note of the music is played and the flag has been securely gripped. The commander faces about, gives the troops ORDER, ARMS, and then faces to the front.

A3.9. The flag security detail folds the flag. The flag detail NCO remains at attention while the flag is being folded unless he or she is needed to control the flag.

A3.10. When the flag is folded, the flag security detail, with the flag detail NCO on the right and the flag bearer in the center, marches to a position three paces from the commander. The flag detail NCO salutes and reports SIR/MA'AM, THE FLAG IS SECURED. The commander returns the salute, and the flag security detail marches away.

A3.11. Once the flag detail has marched off, the commander faces the troops and commands DISMISSED.

Attachment 4**EVENTS AT THE FLAGSTAFF**

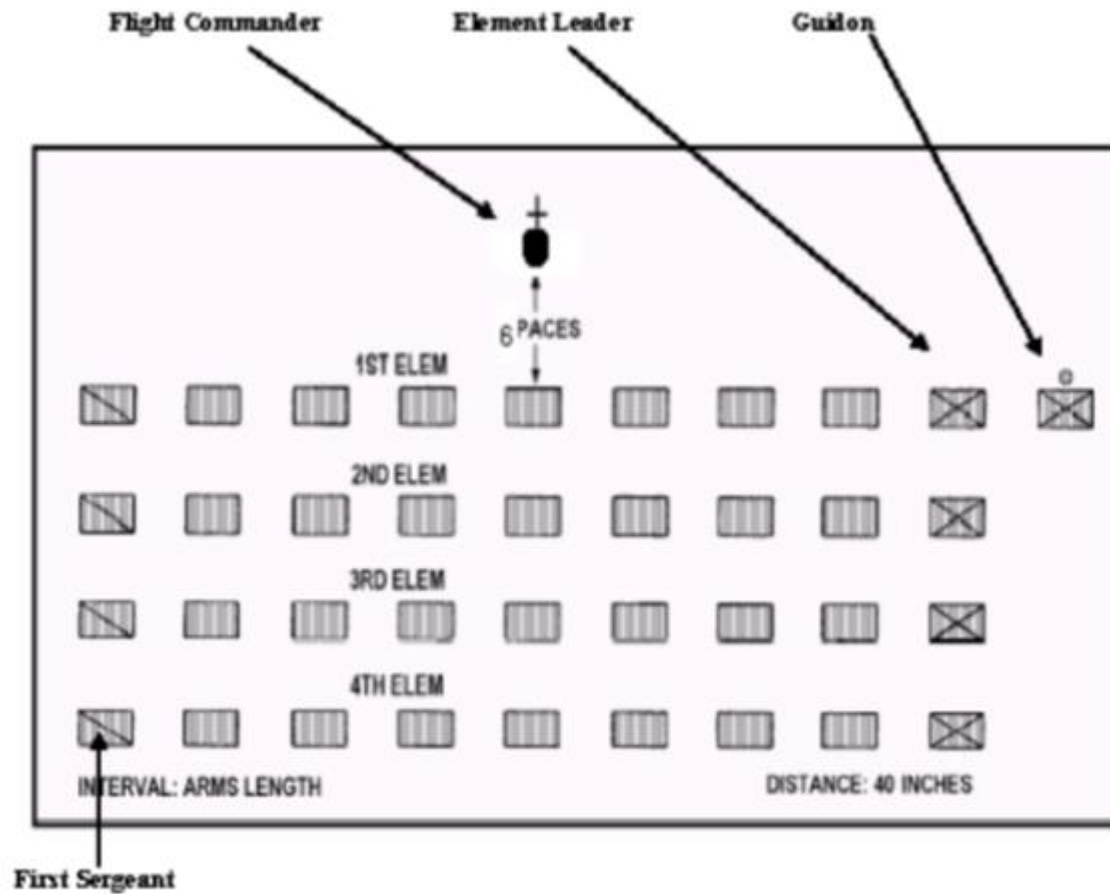
A4.1. When practical, the persons lowering the flag should be an NCO and three Airmen for the all-purpose flag. Coordinate with Security Forces or Honor Guard prior to the detail to pick up the “crank shaft” to raise & lower the flag. The detail is formed and marched to the flagstaff, and the halyards are detached and attended from the leeward side. On the first note of the national anthem, the members of the detail not lowering the flag execute present arms. The lowering of the flag is coordinated with the playing of the music so the two are completed at the same time. The senior member commands the detail ORDER, ARMS when the flag is low enough to be received. If at half-staff, the flag is hoisted briskly to the staff head while retreat is sounded, and then it is lowered on the first note of the national anthem or To the Colors.

A4.2. The flag is detached from the halyards and folded. The halyards are secured to the staff.

Attachment 5

FORMATION OF THE TROOPS

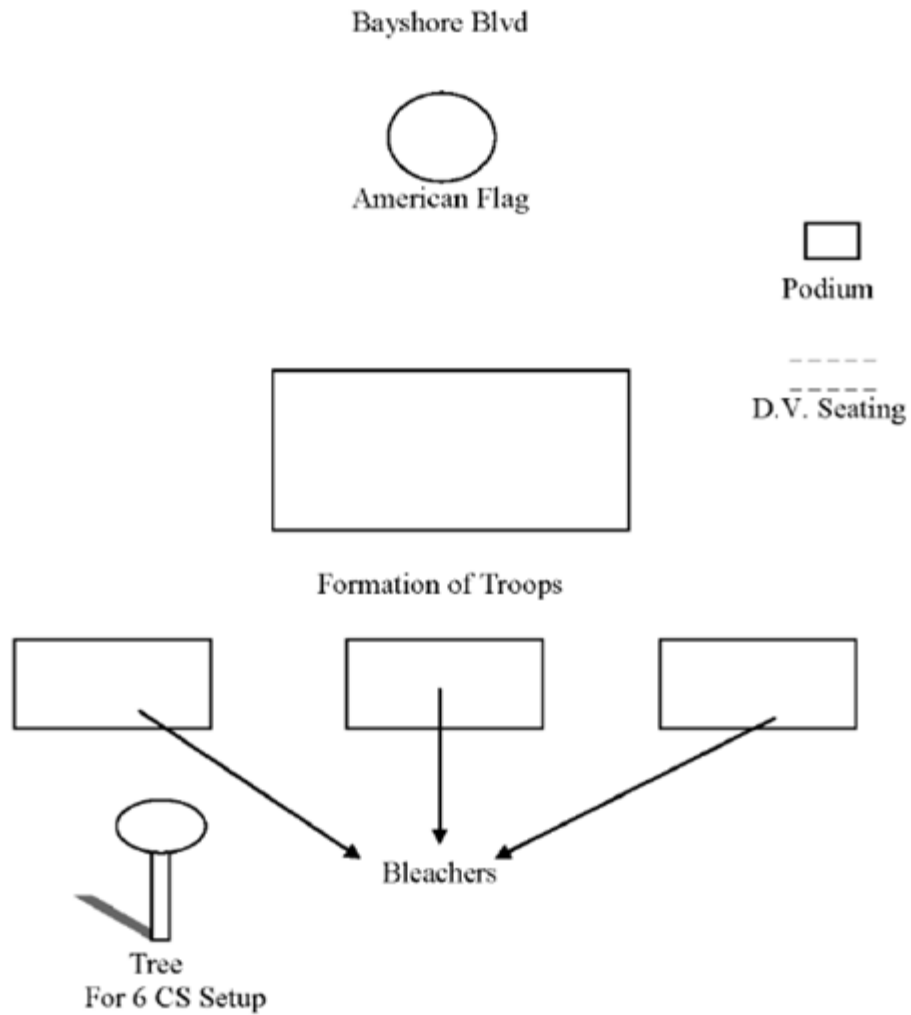
Figure A5.1. Formation of the Troops.



Attachment 6

LAYOUT OF MEMORIAL PARK

Figure A6.1. Layout of Memorial Park.



Attachment 7**NEEDED INFORMATION FOR A SUCCESSFUL RETREAT CEREMONY**

A7.1. The crank for the base flag pole. It is located at the base Honor Guard office in building 307; DSN 968-5181, COMM 813-828-5191.

A7.2. Key to the Sound/PA system at Memorial Park. It is located at LMR shop COMM Bldg. 262; DSN 968-6442, COMM 813-828-6442.

A7.3. Call Milstar 3 days prior to retreat: Have them turn off retreat to the Base PA system the day of retreat; Milstar COMM 813-828-3660.

A7.4. You will need 5 Airmen for this detail: 4 for the flag detail and 1 for the PA system.

A7.5. Set up practice time. The day before retreat or the day of.

A7.6. For any questions or additional guidance: please refer to AFMAN 36-2203, Drill and Ceremonies.

A7.7. Each group is authorized to tailor ceremony as they see fit: as long as it is conducted with dignity and respect.